

USER GUIDELINE

FOR

MEMBER AND EXAMINATION MANAGEMENT SYSTEMS (MEMS)

The world is moving so fast in the area of Information and Communication Technology (ICT). For the Board to continue operate remarkably it had to adopt technological changes that are taking place all over the world. In view of that, the Board developed a Member and Examination Management System (MEMS) for her Members, Candidates, Tuition Provider(s) and other stakeholders. The presence of this online system gives Board's stakeholders opportunity to register, apply, check status, process payment and access result (s) online. The effective use of this online system will increase performance, efficiency and integrity to Public, Private and General Public as a whole.

This user guideline gives system user easy way on how to interact with system wherever you are. In case you face any difficult on interaction with MEMS, please do not hesitate to contact NBAA through landline no. +255 022 2211890 – 9 for help.

How to register onto Member and Examination Management System (MEMS)

1. Go to NBAA Website (www.nbaa.go.tz) then, on the menu tabs click button “**Usajili**” OR “**Registration**”
2. On drop down menu click “**usajili wa Mtahiniwa / Mwanachama**” OR “**Candidacy / Member registration**”

The screenshot shows the homepage of the National Board of Accountancy (NBAA) of Tanzania. The header features a search bar, navigation links for 'Ajira', 'Wasiliana Nasi', 'Maswali', 'Fomu', 'Barua Pepe', and language options for 'Sw' (Swahili) and 'En' (English). The main banner displays the national emblem and the text 'Jamhuri ya Muungano wa Tanzania BODI YA TAIFA YA WAHASIBU NA WAKAGUZI WA HESABU TANZANIA (NBAA)'. The navigation menu includes 'Home', 'Kuhusu Sisi', 'Utawala', 'Elimu na Mafunzo', 'Uanachama', 'Rasilimali za Ufundi', 'Machapisho', 'Kituo cha Habari', 'Usajili', and 'Malipo'. A dropdown menu is open under 'Usajili', listing 'Usajili wa mtahiniwa / mwanachama', 'Usajili wa Semina/ Mafunzo', and 'Ask question (s) for this session'. The background of the page features a collage of images related to NBAA activities, including a woman speaking at a podium and a banner that reads 'KARIBU KWENYE MAFUNZO'.

3. (a) On login page: **EXISTING / CONTINUING CANDIDATE** is required to enter his/her username and password, username starts with word **cr** followed by your candidate registration number **without zero(s) at the beginning e.g.** (no space between cr and @nbaa.go.tz) then followed by @nbaa.go.tz **e.g cr12345678@nbaa.go.tz**. Your default password is 123456 (**your required to change your password after first login in order to maintain integrity and confidentiality of your data and information**).

NOTE THAT, previous data and information of the existing/continuing candidate are available in Members and Examinations Management System (MEMS). If you register as new candidate through “**Register Now**” **your application will not be processed**



Members and Examinations Management System(MEMS)

 Username
cr12345678@nbaa.go.tz

Password
.....


Login

[Forgot Password](#)

[Register Now](#)

(b) On login page: **EXISTING / CONTINUING MEMBER** is required to enter his/her username and password, username starts with his/her membership category followed by your membership registration number (no space between membership number and @nbaa.go.tz) then followed by @nbaa.go.tz **e.g acpa12345678@nbaa.go.tz**. Your default password is 123456 (**your required to change your password after first login in order to maintain integrity and confidentiality of your data and information**).

Members and Examinations Management System(MEMS)



Username

Password

Login

[Forgot Password ?](#)


[Register Now >>](#)


NOTE THAT, previous data and information of the existing/continuing member are available in Members and Examinations Management System (MEMS), so no need to register as new member. If you register as new member through “**Register Now**” **your application will not be processed**

(c) (i) **NEW CANDIDATE / MEMBER** a new member is required to click “**Register now**” button as circled below: -

Members and Examinations Management System(MEMS)



 Username

 Password

Login

[Forgot Password ?](#)

[Register Now >>](#)

(c) (ii) After click “Register Now” button, you **MUST** fill registration form below with very accurate information since NBAA will communicate with you by using **ALL/ANY** information submitted on this form.

NOTE THAT: MAKE SURE YOUR NAME(S) ON THIS FORM ARE EXACTLY AS THAT OF YOUR ACADEMIC CERTIFICATE (S)

Registration Form

Apply For *	Country of Origin*	
CPA Candidacy	United Republic of Tanzania	
First Name *	Middle Name	Residence Region in TZ *
KITITUNYANTUTUMBE	NAMINYWILI	Pwani
Surname *	Gender *	Address
KITUNGWA	Male	P.O BOX 6958 DAR ES SALAAM
Place of Birth *	Date of Birth *	Email *
KING'ONGO	1982-01-22	kititunyantutumbe@yahoo.com
Phone #	Passport/National ID *	
255222211890	1982012212470000248	
Nationality *	Marital Status *	
TANZANIAN	Married	

4. **EXISTING / CONTINUING CANDIDATE / MEMBER- AFTER LOGIN:** You **MUST** update your personal information since NBAA will communicate with you by using ALL information on your “**Personal Details**”: Go to Dashboard>Registration>Personal Details>Edit Details. Please see a picture below

The screenshot displays the 'Personal Details' page on the NBAA website. The left sidebar contains navigation options: Dashboard, Registration, Personal Details (selected), Academic Qualifications, Professional Qualifications, My Applications, Candidacy Registration, Exams Applications, Examination Timetable, Events, and Result. The main content area is titled 'Personal Details' and has two tabs: 'Profile' (active) and 'My Referrees'. Under the 'Profile' tab, there is a placeholder for a profile picture and a yellow note box stating: 'Note! Picture to upload should be a recent photo - white or light-blue background(Pasport Size Picture 2 x 2 inches in size)'. To the right of the note are two tables:

Personal Details	
Surname	[Redacted]
Other Names:	[Redacted]
Gender	[Redacted]
Date of Birth	15 Jan 2020
Place of Birth	United Republic of Tanzania
Nationality	United Republic of Tanzania

Other Personal Details	
Communication Email	[Redacted]@nbaa.go.tz
Phone	255000000000
Address	P. O. Box 4974
Pasport/national ID	tobeFilled6767
Region	Dodoma
Country	United Republic of Tanzania

At the bottom right of the main content area, there is a green button labeled 'Edit Details'.

5. Add all your relevant academic qualifications: Go to menu>Academic Qualifications>Add qualification.

NOTE: Your Academic certificate (s) or any relevant certificate (s) **MUST** be in **PDF**

NBAA

Academic Qualification

Qualifications List [Add Qualification](#)

University/College Qualification

Show 10 entries Search:

Qualification	Specialty	Certificate	Transcript	Accreditation Letter
No data available in table				

[Previous](#) [Next](#)

Ordinary & Advanced Level Education

6. Add all your accounting professional qualifications: Go to menu>Professional Qualifications>Add Qualification

NOTE: Your Professional certificate (s) or any relevant certificate (s) **MUST** be in **PDF**

The screenshot shows the NBAA web portal interface. The sidebar menu on the left includes: Dashboard, Registration, Personal Details, Academic Qualifications, Professional Qualifications (highlighted), My Applications, Examination Timetable, Events, Result, and Bills. The main content area is titled 'Accounting Professional Qualification' and contains a section for 'Accounting Professional Qualification List'. This section features a green 'Add Qualification' button, a 'Show 10 entries' dropdown, and a search bar. Below these is a table with columns: Qualification, Institution / College, Country, Completed Year, Certificate #, Certificate, and Actions. The table is currently empty, displaying the message 'No data available in table'. At the bottom of the table area are 'Previous' and 'Next' navigation buttons. The top right of the page shows a user profile icon, a notification bell with a red '0' badge, and the email address '@nbaa.go.tz'.

How to Apply onto Member and Examination Management System (MEMS)

To apply for **Candidacy/membership/Examination**, go to menu>My Applications>

